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THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and change. It begins with the first settlers, who came to the Americas in search of a new life. They found a land of opportunity, but also one of challenge. The early years were marked by conflict and struggle, as the settlers fought to establish their communities and defend their rights. Over time, the United States grew from a small colony into a powerful nation. It was a process of continuous development, shaped by the dreams and aspirations of its people. The story of the United States is a testament to the power of the human spirit and the ability of a nation to overcome adversity and build a better future.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

June 3, 1942

ADMINISTRATOR'S MEMORANDUM NO. 12

Establishment of Internship Training Programs for
the Agricultural Marketing Administration

One of the results of the war which every supervisory officer has already felt is the drying up of our normal sources of personnel and a steady rise in the rate of turnover. There is every reason to believe that both of these problems will become more acute. All of us must, therefore, begin to devise plans which will help alleviate them.

In the past, one of our best sources of capable people has been among recent college graduates, both those who have received general training in the social sciences and those who have specialized in a professional field. It is now more important than ever that we spare no effort to attract such persons into the Administration and develop them, through planned training, into employees able to carry a full share of our load.

Another source of able people for junior administrative, analytical and even professional positions is from among the personnel already in the Administration. I am sure that a number of our people now serving in messenger, clerical, and stenographic positions are qualified by education, general ability, and years of experience to fill many of the positions which we have been filling normally from outside the Federal service.

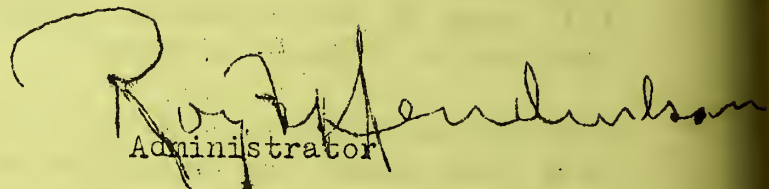
Too little attention has been given to the recruitment of women. Many jobs which have been open only to men could be, under ordinary circumstances, filled equally as well by women. Each supervisor of AMA who has a position to fill should consider able women as well as men unless there is something about the position which makes it peculiarly suited only to men.

Aggressiveness, drive, and new ideas are frequently associated with youth. Many people who have grown old in their occupation are still fired with enthusiasm, drive, and are responsible for many new ideas. Let us carefully examine the qualifications and experience of our people and outside applicants with little attention to their age, more attention to whether they have other qualifications for the job at hand.

I am asking the Personnel Division to establish and maintain a roster of qualified men and women for positions as trainees for all the various programs and activities of the Administration. This roster should include outside persons who are interested in joining the staff of the Administration and the eligibles now on the rolls of the Administration. It is the responsibility of the Personnel Division to see that no one in the Administration is overlooked as a candidate for trainee positions which may be established.

In addition, each branch and division chief should: (1) survey his own organization and compile a list of positions which could be filled by trainees; (2) develop, in cooperation with the Employee Training and Relations Section of the Personnel Division, a supervisory program and a plan for rotating trainees among the various branch's operations; and (3) bring to the attention of the Personnel Division any employee who demonstrates his or her ability to handle more responsible assignments than the branch has to offer. Such a training program should last not more than six months. During that period, the branch chief should follow the trainee's progress carefully, and arrange with the Personnel Division for the transfer or release of anyone who proves unsatisfactory.

I am asking the Personnel Division to report to me by July 1, the progress made on this program, and urge each branch and division chief to give it his personal attention.


Administrator